

RAC IV SECTION STATUS REPORT
1 February 2000
Teleconference

Note: Complete and return this status report to Mary Ellen Shook, **via e-mail at: maryellens@aiaa.org**, no later than 28 January 2000.

SECTION: **HOUSTON SECTION**

SUBMITTED BY: **Merri Sanchez**

Note that last quarter's comments are in a smaller font.

Current Membership Number: 809

Has this number increased or decreased since last report? Why?

We have seen an increase of 54 members since the last RAC report. We attribute the increase to people waiting until after the holidays to renew their memberships and the 43 temporary memberships given to us by HQ during the pilot program in December. This campaign helped us achieve our Section goal of once again growing beyond 800 members. A graph of our membership trends is attached.

How many council meetings were held since last RAC: 3

Executive Council	July 20, 1999	15 of 25 attended
Executive Council	August 12, 1999	14 of 26 attended
Executive Council	September 16, 1999	20 of 29 attended
Executive Council Retreat	September 30, 1999	20 of 29 attended
Executive Council	November 4, 1999	18 of 29 attended
Executive Council	December 2, 1999	14 of 28 attended
Executive Council	January 6, 2000	20 of 33 attended

Please list the vacant council member positions:

- Professional Development Chair
- SR&QA Technical Committee Chair (considering disbanding)

See the attached council organization sheet.

How many programs has the section sponsored since the last RAC meeting?

2 formal dinner meetings:

1. August 26, 1999: **Honors and Awards Banquet and Program** with **AIAA Distinguished Lecturer Dr. Kenneth Cox** speaking on “**A ‘Futurist’ Perspective for Space**”. 60 people attended.
2. September, 1999: speaker had to cancel due to unexpected travel
3. October 21, 1999: Dinner Program with **AIAA Distinguished Lecturer Dr. Scott Miller** speaking on “**Shadowcraft – A World of Secret Flight**”. 111 people attended, including 14 members of the Texas A&M Student Branch and their faculty advisor, special guests Chester Vaughn who was the Houston Section nominee for AIAA Engineer of the Year Award, and John Oberg who was selected as one of the AIAA Ambassadors 2003.
4. November 16, 1999: Dinner Program with **Dr. Wendell Mendell** speaking on “**Human Exploration of the Moon and Mars**”. 63 people attended.
5. December, 1999: speaker had to cancel due to unexpected conflict.
6. January 18, 2000: Dinner Program with **Dr. Kamlesh Lulla** speaking on “**35 Years if Earth Observations from NASA Low Earth Orbit Missions**”. 47 people attended including special guests Dr. Angelo Miele, who was elected as an AIAA 2000 Honorary Fellow, and Dr. Donald Kessler, who received the Losey Atmospheric Award.

In addition the following events were conducted:

1. July 7, 1999: **Lunch and Learn** with **Constance Adams**, a registered architect from Lockheed-Martin, speaking on the “**Role of Human Habitability Study in Space Facility and Vehicle Design**”: 29 people attended the lecture where the primary aspects of “habitability” that affect the design of human environments in space were discussed, along with the role that the architect plays in effecting a successful, habitable design.
2. July 16, 1999: Three section officers attended the **Region IV RAC Conference** in Dallas, TX. These included the incoming Chair, the Past Chair, and the Vice-Chair Technical.
3. July 17, 1999: Four section officers attended the **RLC** in Dallas, TX. These included the incoming Chair, the Past Chair, the Vice-Chair Operations, and the Vice-Chair Technical.
4. July 17, 1999: The section sponsored “**The Magic of Physics**” at the Education Fair held in conjunction with the 34th Annual JSC Lunar Rendezvous Festival. Approximately 40 children participated in physics activities at the AIAA table.
5. July 19, 1999: The Executive Council was invited to participate in the premier and media event for the new Houston Museum of Natural Science planetarium show, “**Destination Moon**”, celebrating the 30th anniversary of Apollo 11. The Chair and three council members attended the showing and then observed a “**Moon Landing Mission**” conducted by 22 young girls (age 8-12) from the Challenger Center “Mission Control”.
6. August 6, 1999: Members of the Houston Section hosted a “**Mentor Day**” for **Garret Reece**, a junior high school student from Bryan, TX who won the second place prize in the **Space Exploration Essay Contest** conducted by our Student Branch, Texas A&M University. Garret spent the day touring the Johnson Space Center and observing several AIAA engineers at work.
7. September 30, 1999: **Executive Council Retreat**. A four hour dinner meeting with 20 members of the Executive Council to discuss the goals of the section, the goals of the individual committees, to explain the relationship of our Houston Section to the Regional and National AIAA organizations, and to discuss leadership techniques and styles. Commitments were received from individual council members on the activities that they would be planning for the section for the year.
8. October 8, 1999: **Lunch and Learn** with **Dr. Bill Hunt**, Chief of the EPA Office of Air Quality, speaking on the “**Impact of Kuwaite Oil Fires as Seen From Space**”.
9. October 20, 1999: **Life Sciences, Space Processes and Human Factors Technical Committee** meeting.

10. November 9, 1999: **Life Sciences, Space Processes and Human Factors Technical Committee** meeting.
11. November 9, 1999: Three officers supported the **Region IV RAC** telecon.
12. November 19, 1999: Section Chair and College and Co-op Chair attended the first meeting of the newly forming **Rice University student branch**. The section sponsored the meeting and provided pizza and sodas. The benefits of membership in AIAA and the activities of the Houston Section were discussed, along with what types of typical activities that student branches conduct.
13. November 30, 1999: **Lunch and Learn** with **Charles Bourland** on “**International Space Station Food Systems**”. 24 people attended.
14. December 14, 1999: **Life Sciences, Space Processes and Human Factors Technical Committee** meeting.
15. December xx, 1999: **Guidance, Navigation, and Control Technical Committee** meeting.
16. December 15, 1999: Submitted **Cat III/IV incentive rebate** requests to Region IV for a vacuum pump to help with Physic’s is Fun, a banner to be used at dinner programs and special events, and a banner for National Engineers Week.
17. December 1-17, 1999: **AIAA Trial Membership Campaign**. 47 trial memberships were given away.
18. January 5, 2000: Five members attended the **Student Paper Competition** planning meeting to tour the facility and work issues.
19. January 6, 2000: Ten section officers attended the **Clear Lake City Arts Alliance Center** exhibit of “**Artistry of Space**” at the invitation of the Alliance.
20. January 10-13, 2000: Three section officers and one section member attended the **38th AIAA Aerospace Sciences Meeting and Exhibits** in Reno, NV. At the meeting Associate Fellow **Dr. Donald Kessler** received the **Losey Atmospheric Sciences Award**, Chair **Merri Sanchez** received **Associate Fellow** standing (five Senior Members of the Houston Section were elected Associate Fellow), and Past-Chairman **Russ Filler** accepted the following awards on behalf of the section: **Outstanding Section, Career Enhancement, Communications, Membership, Public Policy, and Young Professional Activities**.
21. January 11, 2000: **Life , Space Processes and Human Factors Technical Committee** meeting.
22. January 13: **Lunch and Learn** with **Dr. Jane Krauhs** speaking on “**NASA’s Life Sciences Data Archive: A Resource for Life Sciences**”. 16 people attended this presentation.
23. January 14, 2000: 28 letters were mailed to 16 Texas universities and colleges requesting applications for our **Spirit of Apollo Scholarship**.
24. January 18, 2000: Mailing of the first information packet for the **Student Paper Competition**.
25. January 22, 2000: **Pre-College Chair Ms. Joy Conrad** and a team nine AIAA volunteers conducted our annual “**Physics is Fun**” event at the NASA Johnson Space Center. 76 students, 25 parents, and 3 Educator Associates attended, watching and participating in demonstrations of physics experiments.
26. January 29, 2000: AIAA member **Zafar Taqvi** was the regional coordinator for the National Engineer’s Week **2nd Houston Region Future Cities Competition**. The

Houston Section provided judges and sponsored a \$250 award for the Best Space Based Design. The winning team will travel to Washington DC for the national competition Feb 22-23.

See attached section calendar for events planned the rest of the year.

Finances:

Checking:	\$ 1,763.20
Savings:	\$20,363.72
Scholarship:	\$26,714.00
Cash:	\$ 59.50

Major Expenses Incurred:

\$6,000.000	1999 Mars Settlement Design Competition
\$2,576.60	Technical Dinner Programs
\$1,529.57	Newsletters
\$ 543.08	Section Travel
\$ 500.00	Texas A&M Scholarship
\$ 250.00	Science and Engineering Fair of Houston
\$ 250.00	Future City 2000 Competition

\$11,649.25 Total Expenses

Major Income Received:

\$11,100.00	Reimbursement from NASA/JSC for Service Vehicle Conference Registrations
\$ 5,930.00	Mars 2000 Pass Through Funds
\$ 1,530.50	Lunch and Dinner Programs
\$ 747.04	Income from 1999 Annual Technical Symposium
\$ 303.93	Interest

\$19,611.47 Total Income

Student Paper Competition Budget:

Anticipated Expenses:

\$2,225	Student Prizes
\$3,053	Lodging (5 rooms April 5, 20 rooms April 6, 15 rooms April 7, 5 rooms April 8)
\$ 400	Meeting rooms in Ramada for April 6
\$ 220	Meeting rooms in UHCL
\$5,250	Food & Bev April 6 & 7, \$30/person, 75 persons
\$ 558	3 vans for 2 days
\$ 300	Speaker and Judge Thank-you's
\$ 300	Travel from LSU
\$ 900	Travel from UNM
\$ 425	Travel from UT Arlington
\$ 550	Travel from UT Austin
\$ 250	Supplies, Printing, Postage
 \$14,431	 Total Anticipated Expenses

Anticipated Income

\$2,100	AIAA HQ Prize Money
\$ 400	AIAA HQ Misc. Expense Money
\$2,500	AIAA HQ \$50/head (assumes 50 students/faculty)
\$ 500	AIAA Region IV RAC
\$1,150	Albuquerque Section raised funds
\$3,500	North Texas Section raised funds
\$ 250	Southwest Texas Section raised funds
\$4,100	Houston Section raised funds and already budgeted \$
 \$14,500	 Total Income

Section Goals and how the activities help to achieve the stated goals:

- At the Executive Council **Leadership Retreat** we established the goals for the overall section. Individual members of council were also asked for their 3 goals. The goals were exchanged with

other members of councils who will serve as their “goal buddy”, and we will revisit the goals at the end of the year to see how we did.

- The Houston Section established three main goals:
- 1. **Inform** – *the membership and local corporations of the benefits of membership in AIAA.* We’ve made a increased effort via our website, e-mail, newsletters, articles in company newspapers, flyers and display boards to inform our membership of our activities. See the membership section for more information.
- 2. **Inspire** - *make this the Year of the Student, and establish a new student branch in Houston.* The newly forming Rice University Student Branch has become an active part of our Section. We are still working on recruiting members for a University of Houston Student Branch. We are working with the Texas A&M Student Branch by providing them speakers for their meetings. They have traveled as a group to one of our dinner meetings and we are planning on taking a group of members to a student sponsored event on campus. See the Pre-College and Education sections for more information.
- 3. **Increase** - *our membership to over 800 members and increase the number and variety of activities and the participation in those activities.* The trial membership campaign helped us realize this goal. In addition we are planning a significant membership recruitment event. We have listened to our membership through a survey and are tailoring the year’s events accordingly. In addition we have more Lunch and Learn technical interchanges planned than in previous years.

Membership Recruitment Initiatives:

- We continue to post a “**Cranium Cruncher**” puzzle in our monthly newsletter, and award a free dinner to the winner.
- We are looking at establishing a web-based space photograph contest, offering a free-membership to the winner.
- We mailed a **membership survey** out to our members seeking their inputs on the section’s activities. Question’s focused on what AIAA means to them, what days and times are best for activities, preferred locations and prices, and types of speakers. We received over 50 replies to this survey and are actively incorporating the comments into our activities.
- We emailed a **program speaker survey** to our members seeking their ideas and votes on potential speakers to bring in. We received over 50 responses and have prioritized our search for speakers from this list. The list was submitted with the November report.
- The **Membership Chair, Mr. Darby Cooper**, personally calls all past-due members in an effort to get them to renew their membership.
- Our web master, **Mr. Glenn Jenkinson**, has revamped the look and feel of our section’s website. He has vastly improved the quality of the website this quarter, and we have received many favorable comments on it. He continues to update the site regularly including the opening picture. Please visit our website at www.jsc.nasa.gov/aiaa/.
- We reviewed all of the inputs received from the **membership survey**. The 53 survey respondents represented a wide and even spread of ages and employers with NASA, Boeing, Lockheed-Martin, and United Space Alliance being the most frequent. Without a doubt the results show that an interesting speaker is the number one reason people go to dinner meetings. Most are satisfied with our pricing and location and

typical meeting day. The most cited reason for not attending is an inconvenient time or schedule conflict. The majority of respondents are also happy to switch to an electronic newsletter. The actual survey results are attached.

- We recruited **43** new **“trial” members** to receive the free trial memberships offered from National in a pilot program. We were allowed 73 but found that the restriction that the new person could not have ever been an AIAA member eliminated many interested people. There were a significant number of engineers that had belonged to AIAA 10-20 years ago interested in the program who were not eligible. We also feel that the short time frame to use the memberships limited the number of applicants..
- We continue to recruit membership through general efforts such as postings of events on display boards, flyers, and newsletters. We recently placed **10 new display boards** with room for flyers and a box for membership applications in the 10 largest aerospace facilities in the Clear Lake area. Five of the boards are in the largest NASA JSC buildings and the other 5 are in the largest aerospace company’s buildings. These displays boards are in the main foyers near elevators so that they can be seen daily.
- A spring **membership drive** is being planned around our March dinner program with **AIAA Distinguished Lecturer Dr. Seth Shostak**.
- We are contracting with a professional photographer to take **pictures** of all of the members of the **executive council**. This pictures will then be placed on our website so that the membership can more easily recognize the council. We have received a quote of \$75 for this activity. We feel that professional pictures will enhance the quality of our website.
- We are getting quotes from National on a quantity purchase of AIAA **coffee mugs**. We will then host a design contest to design an Houston Section logo and have it put on the other side of the mug. We will then use the mugs for speaker gifts, to give to the students participating in the Student Paper Competition, and to sell to the membership.
- Our new **Publicity Chair, Mr. Steve King**, is developing a comprehensive list of **media contacts** (i.e., company newsletters, local newspapers, electronic bulletin boards, etc.) to publicize the Section’s upcoming events. Steve has also developed a new **PC template** using Canvas for Windows to prepare all future dinner meeting announcements with. Since Steve has started working publicity he has been able to get dinner meeting notices ticklers out starting two months before the event!
- We will start **electronic distribution of our newsletter** this month. We have spent the last several months contacting members asking whether they prefer to received the newsletter electronically or via a paper copy. Over half of our membership would like to receive it electronically. We will continue to send paper copies to those requesting them. We budget \$3,400 per year for newsletter expenses. We anticipate saving over \$500 for the remainder of this fiscal year in printing costs and postage. We have supplemented our budget in the past by charging local companies for advertisements in the newsletter. We are investigating whether or not we can still do this with electronic newsletters since our website is hosted on a government server.
- We are developing a presentation to take to all of the local aerospace companies to explain the benefits of the companies pay part of all of the dues of their employees on

the Executive Council the year of their office. One local company, Oceaneering already does this.

Career Enhancement Activities:

- A **Leadership Retreat** was conducted for the **Executive Council** that focused on not only AIAA issues and goals, but also on leadership techniques and styles. Presentations were made by the Chair, Vice-Chair Technical, and Vice-Chair Operations. The core briefings are attached. Please note that many of the attachments and handouts are not included.
- We have started working with the Boeing Corporation on establishing criteria to allow their employees to receive **training credit for attendance at AIAA events** including Dinner Programs, Lunch and Learns, and Technical Conferences. We have to establish “ISO” procedures to track the attendance and duration of the training, but it looks like this effort will be successful. After we get it in place for Boeing, we will approach the other aerospace companies to see if they will also incorporate the same policies.
- We have had no career enhancement activities this quarter.
- We are negotiating with a nationally known **communications expert** to provide a half day seminar for our membership. We are trying to find a time when he is already in Houston so that the price will be lower.

Young Member Activity:

- **Mr. Neil Johnson** was elected as our **Young Member Councilor**
- **Mr. Kevin Butler** is our new **Young Professional Chair**.
- We have had no Young Member activities this quarter, but our new Young Professional Chair is planning a spring event..

Honors and Awards:

- We conducted our **Honors and Awards Banquet** on August 26. **Past-Chair Russ Filler** presented awards to those members that most contributed to the success of the Houston Section during his term.
- We nominated **Chester Vaughn** for **AIAA Engineer of the Year**. We hosted Chet at our October dinner meeting and presented him with a Certificate naming him as the Houston Section AIAA Engineer of the Year.
- We nominated **William Best** and **Norman Chaffee** for the **AIAA Sustained Performance Award**.
- 4 of our section Senior Members have been elected for upgrade to **Associate Fellow**.
- We received 3 **Special Service Citations** from Region IV and presented them at our October dinner meeting. They were presented to:
 1. **Dr. Mike Lisano** for serving as General Chair of the **International Space Station Service Vehicles Conference** in April, 1999. This was a major conference put on by the section that was both a technical as well as a financial success. The Conference certainly demonstrated the best AIAA can do to help advance the arts and sciences as well as provide a forum for communication. The conference drew almost 250 people from around the world.
 2. **Mr. Neil Johnson** for serving as the Session Chair for the **Annual Technical Symposium** May 28, 1999 which was held in conjunction with the National Space Society's **International Space Development Conference (ISDC)** four day conference. Even though a young member with no experience, Neil Johnson stepped in to review and organize all the abstracts and papers, organize the sessions and produce the conference CD.

3. **Ms. Joy Conrad**, AIAA Houston Section Pre-College Lead 1998-99, for providing outstanding leadership in organizing and promoting the **“Physics is Fun”** Day on February 6, 1999. Joy drew upon past experience to put on an outstanding event, involving students, educators and the physics demonstrators. She not only came up with the demonstration ideas, she identified the materials needed, and trained the volunteers needed to put on the demonstrations.
- **Mr. Rakesh Bhargava** has joined us as the new **Honors and Awards Chair**.
 - We have started reviewing our records for Senior Members to nominate for upgrading to **Associate Fellow** and Associate Fellows to nominate for **Fellow**.
 - We honored **Dr. Donald Kessler**, recipient of the **Losey Atmospheric Award** at our January dinner program.
 - We honored **Dr. Angelo Miele**, newly named **Honorary Fellow** at our January dinner program.

Precollege Outreach Activities:

- The section sponsored **“The Magic of Physics”** at the Education Fair held on July 7, 1999 in conjunction with the 34th Annual JSC Lunar Rendezvous Festival. Approximately 40 children participated in physics activities at the AIAA table.
 - Members of the Houston Section hosted a **“Mentor Day”** on August 6, 1999 for **Garret Reece**, a junior high school student from Bryan, TX who won the second place prize in the **Space Exploration Essay Contest** conducted by our Student Branch, Texas A&M University. Garret spent the day touring the Johnson Space Center and observing several AIAA engineers at work.
 - We have put planning in place to jointly support the **Mars Settlement Competition** in February 2000 with the Boeing Corporation.
 - We have put planning in place to support the **Future City Design Competition** to be held in February 2000.
 - A local high school junior, **John Oberg**, was selected as an **Ambassador 2003**. His father is a member of our section. We hosted both John and his father at our October dinner meeting to introduce the Ambassador 2003 program and to congratulate John.
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- The section sponsored **“Physics is Fun”** on Saturday, January 22. The event was a success with **76 students** and approximately 25 parents attending. **Astronaut Lee Archambault** started off the day talking about NASA and planes, then **Pre-College Chair Ms. Joy Conrad** sparked the crowd’s interest with a Van deGraaf electricity demonstration. The students then spent the remaining 2 hours rotating between demonstrations staffed by nine AIAA member volunteers. Three AIAA Educator Associates were also in attendance getting future classroom ideas. At the end of the event, the kids left with AIAA planes and pencils provided by National and hopefully a little more appreciation of physics and engineering.
 - The Houston Section supported the National Engineers Week 2nd **Houston Regional Future Cities Competition** on January 29, 2000. The event is sponsored by the Clear Lake City Technical Societies in support of Engineers Week. We provided judges and a \$250 award for the best Space Based Design. 18 teams of 7th and 8th graders (each team has 3 students, 1 teacher, and 1 mentor) representing 12 schools in the Greater Houston area participated. The winning team gets an all expense paid 5-day trip to Washington DC during Engineers Week. The program limits team expenditures to less than \$100 and teaches the students teamwork, design skills,

writing skills, and presentation skills. This year's competition has special significance for the Houston regional teams because of the close association of the Mars Millennium Project to Future City 2000. All teams wrote essays on building a sister city on Mars considering all of the necessary logistics to build such a city and to support human life. Details of the competition can be found on the national website: www.futurecity.org or the Houston area website: www.ghgcorp.com/ieeegbs/futurecity-houston/.

- The Executive Council has voted to provide \$250 for an **Aerospace Award** to the **41st Science and Engineering Fair of Houston** to be held March 23-25. We also expect to provide judges.
- Planning is in place for our Section to support **National Engineer's Week** by having members go out to local schools for talks and demonstrations of engineering activities.
- Planning is in place for our Section to support the **2nd Mars Settlement Design** February 11-13. In addition to providing members to help with the event, we have set up a pass-through account so that NASA and several companies can provide funding support.

Technical Activities:

- We have conducted 4 Lunch and Learns, and our goal is to have one per month, with each Technical Committee sponsoring at least one per year.:
 1. July 7, 1999: Lunch and Learn with Constance Adams, a registered architect from Lockheed-Martin, speaking on the **"Role of Human Habitability Study in Space Facility and Vehicle Design"**. 29 people attended the lecture where the primary aspects of "habitability" that affect the design of human environments in space were discussed, along with the role that the architect has in effecting a successful, habitable design.
 2. October 8, 1999: Lunch and Learn with Dr. Bill Hunt, Chief of the EPA Office of Air Quality, speaking on the **"Impact of Kuwait Oil Fires as Seen From Space"**. This informative presentation used photographs taken from space to show the ecological and technical impacts of the oil fires.
 3. November 30, 1999: Lunch and Learn with **Charles Bourland** speaking on **"International Space Station Food Systems"**. 24 people attended the presentation which included samples of food eaten in space by astronauts.
 4. January 13, 2000: Lunch and Learn with **Dr. Jane Krauhs** speaking on **"NASA's Life Sciences Data Archive: A Resource for Life Scientists"**. 16 people attended the demonstration of a newly upgraded web resource for anyone interested in learning about the physiological response to space flight.
- We have monthly **Life Sciences, Space Physics, and Human Factors Technical Committee** meetings.
- We have initiated an effort to get all of our Technical Committee Chairs to develop a web page for their committee that will be accessible from our home web page.
- We are looking at a cooperative effort for the **NanoSpace 2000 Conference** to be held in the Spring of 2000.
- The Houston Section is jointly supporting the Lockheed-Martin sponsored symposium the **Human Space Transportation and Experiment Workshop** Feb.

29-Mar 1, 2000. Four AIAA volunteers will help with the setup and conference registration in exchange for free attendance at the event, and our Section is helping to provide advertisement. In addition, our February dinner program will be coordinated with the conference with conference attendees invited as the lead into the event.

Former astronaut and Lockheed Martin Vice President Michael Coats will speak on **“The Challenges and Demands of a Spacefaring Race.”**

- We have put planning into place for our April 2000 **Annual Technical Symposium**, which will be held jointly with the **Student Paper Competition**. Combining the two events will provide interaction between the students and professional members, allow the students to observe a professional conference at no cost, and have professionals attend the student sessions to provide feedback and “fertilization” support. The symposium will be held at the University of Houston at Clear Lake campus in the Bayou Building. Facilities and speakers will be shared with the SPC. The call for papers should be released within two weeks. In addition, combining the two events should result in a cost savings to the section.
- **Dr. Larry Friesen**, the new section **Space Science and Astronomy Technical Committee Chair** established his committee and has planned two Spring Lunch and Learns for the Section. The first will be **Carlton Allen** speaking on his book **“Cosmic Pinball”** which is about comets, meteors, and asteroids and the potential hazards they pose as impactors to the Earth. The second will be **Laurel Kirkland** of the Lunar Planetary Institute speaking on **Mars spectroscopy**.
- **Douglas Yazell**, the new section **Guidance, Navigation and, Control Technical Committee Chair** has established his committee and is planning a Lunch and Learn event on the **Shuttle display upgrades** to a glass cockpit cockpit. He has also established a committee charter and goals, and is fine-tuning a **GNC webpage**.
- **John Vollmer**, the **Systems Engineering Technical Committee Chair** has established a **Systems Engineering webpage** that includes not only information for the membership on events, but also information on the Systems Engineering process and an overview of the Program Life Cycle..
- **Dr. Karen Loftin**, the **Life Sciences, Space Processes, and Human Factors Technical Committee Chair** has established a committee **webpage**.
- We are investigating supporting the **Astro-Chemical Engineering Topic Conference** sponsored by the AIChE to be held in Houston in April, 2001. The Executive Council feels that it would be an excellent opportunity for a joint venture.

Education Activities:

- We had 14 members of the **Texas A&M Student Branch** attend our August dinner meeting, along with their faculty advisor.
- We are working with the **University of Houston** to establish a Student Branch. We are short 8 students and a faculty advisor at this time.
- **Rice University** has expressed interest in either forming their own Student Branch or co-hosting a Student Branch with the University of Houston. We have identified 5 students and a faculty advisor from Rice.
- We will be hosting approximately 20 members of the **University of Texas Student Branch** on November 20 for a tour of the Johnson Space Center, several talks on the research and programs

being conducted by NASA, the importance of professional membership in AIAA, and a pizza luncheon.

- We are recruiting Houston Section members to be speakers for the student meetings at **Texas A&M University**.
- We have put planning into place to host the **AIAA Region IV Student Paper Competition** on **April 6-7, 2000**. The call for papers was December 17, 1999. The first information packet was mailed to faculty advisors on January 13, 2000 and to students already identified by National on January 18, 2000. The general mailing was then sent to Region IV university or self-identified students on January 28, 2000. Abstracts and preregistrations are due February 4. We will mail the second information and registration package in early February. Registrations are due in March 3 and papers are due in March 17. The planning committee is meeting weekly to organize the event. The conference will be held in the Bayou Building at the local University of Houston at Clear Lake campus. The students will be housed in the Ramada Inn/NASA hotel. A tour of NASA is being planned for the attendees. Efforts are underway by the Houston Section to raise funds for the event. One new approach that we are going to investigate is renting table space to the local aerospace companies for recruiting information. In addition, we are combining the SPC with our Annual Technical Symposium to expose the students to professional papers. Our estimated budget for the SPC has been submitted to National and is shown in the finance section. See the attached call for papers.
- Our **Scholarship Chair, Dr. Suzan Voss** sent 28 letters to 12 Texas Colleges and Universities announcing the availability of our **Spirit of Apollo Scholarship**. We give a \$1000 scholarship each year to one to three undergraduate students pursuing engineering. Applications are due in April and the Scholarship Committee will select the winner(s) in May.
- Our newly forming **Rice University Student Branch** has established an AIAA Student Branch **website**. Please check out www.ruf.rice.edu/~aiaa it is not quite finished but it is a great start for an enthusiastic group of students.
- **Section Chair Dr. Merri Sanchez** and **College and Co-op Chair Ms. Nicole Smith** attended the first meeting of the newly forming **Rice University Student Branch**. The Chair explained the benefits of membership in AIAA and discussed the activities of the Houston Section. The College and Co-op Chair explained about what support we can offer to the students and what types of typical activities that student branches conduct. The Houston Section bought pizza and cokes during the meeting for 15 undergraduate and graduate students.

Public Policy Activities:

- On August 28, 1999 members of our Public Policy Committee participated in the "Luncheon on the Lake" with **Congressman Nick Lampson** to discuss issues of importance to the aerospace community.
- The Public Policy Committee is drafting a **Position Paper** to be submitted to National on "**Human Exploration of Space**".

- Our **Public Policy Committee** is drafting the Houston Section talking points for our 2000 message during **Congressional Visits Day**. Three members of our section will support the event including **Past-Chair Russ Filler, Public Policy Chair John Bendle, National Public Policy Committee member William Atwell**. All of the major aerospace businesses in our area will be contacted for ideas and inputs to the talking points.

Other/Concerns:

- The Houston Section mails out approximately 1000 newsletters every month. In order to save money on printing and mailing costs, we have offered our membership the option of either receiving a paper copy of the newsletter or receiving an email notification that the newsletter has been posted on our website. This change has been well received. We expect to see over \$200 per month in savings.
- We have struggled with our website this quarter. Our website is hosted by NASA at the Johnson Space Center. A contract change in information services maintenance at NASA along with technical difficulties when our website was migrated to another server resulted in our website being unavailable for about a month.
- The trial memberships were a great idea, but we found them restrictive given the timeframe (holidays, planning for a Shuttle flight, and only a month to send out and get back) to use them and the limits on having never been an AIAA member before. We would suggest that National continue the program, but allow membership 10-20 years in the past. We also suggest targeting the senior management of local aerospace industry. We have seen that when senior managers are members, that influences other employees. Unfortunately due to the holidays and the Section Chair finishing up a doctoral degree we did not focus in the senior management area as much as I would have like.
- We have developed a detailed template and checklist for planning dinner programs including advertisement, venue reservations, and speaker support.

Attachments:

- Membership trends graph
- Section Council organization chart
- Section calendar
- Membership survey results
- Student Paper Competition Call for Papers

Attachments: 5